



COUNTY OF ACCOMACK

FINANCE DEPARTMENT

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Amy Ford
Deputy Director of Finance

ADDENDUM NO. 1

To Bid Documents for

EASTERN SHORE REGIONAL LIBRARY

IFB No.: 716

Date: April 5, 2019

To All Concerned:

The original Bid Documents, for IFB No. 716 of the County of Accomack are amended as noted in this Addendum No.1, and the Addendum shall become part of the Bid Documents. Bidders must acknowledge receipt of this Addendum during the bidding process by signing the Bid Proposal/Contract Forms when submitting proposals.

Project Manual Clarifications

1. Accomack County General Terms and Conditions & Instructions to Bidders Paragraph 14 will be revised per Section 002213 Supplementary Instructions to Bidders. Section 002213 will be revised to add “ARTICLE 5 COMMENTS/QUESTIONS; Any information relative to interpretation of specifications and drawings shall be requested of the Architect, in writing, in ample time before the opening of bids. No inquiries, if received by the Architect after April 19, 2019, will be given any consideration. Any material interpretation of a specification, as determined by the Architect, will be expressed in the form of an addendum to the specification which will be sent to all prospective bidders no later than six (6) days before the date set for receipt of bids. Oral answers will not be authoritative. Questions concerning specifications or other provisions of the bid documents may be directed to Nicole Davilli, Project Manager, Waller, Todd & Sadler Architects via email to ndavilli@wtsarch.com “

2. Accomack County General Terms and Conditions & Instructions to Bidders Paragraph 20 will be revised per Section 002213 Supplementary Instructions to Bidders. Section 002213 will be revised to add “ARTICLE 6 BINDING BIDS / PROPOSALS; Bids/proposals are binding for ninety (90) calendar days following the opening date. “

Clarifications from Pre-Bid Conference

3. See attached Pre-Bid Agenda and Sign-In sheet.
4. In addition to the locations listed in the Accomack County Advertisement for Bid, the plans may also be inspected online at Dodge PlanRoom and ConstructConnect.

Pre-Bid Questions

5. Question: What is the Project Budget?

Response: The Eastern Shore Public Library Foundation continues to raise funds for the new library and heritage center and reports that \$4.39M has been raised to date with a goal of \$5.3M. This figure includes \$2,000,000 from Accomack County; \$1,500,000 from the Commonwealth of Virginia; and \$50,000 from the Eastern Shore of Virginia Community Foundation. Funds raised will be used for architectural/engineering services and equipment, in addition to construction.

6. Question: Does exemption from sales tax apply to the selected Contractor?

Response: No, exemption from sales tax does not apply to the selected Contractor.

END OF ADDENDUM NO. 1

PRE-BID CONFERENCE AGENDA

EASTERN SHORE REGIONAL LIBRARY

Parksley, VA
Project Code 1708

DATE AND TIME:

Wednesday, April 3, 2019
11:00 a.m.

LOCATION:

24313 Bennett Street
Parksley, Virginia

I. OWNER INTRODUCTORY COMMENTS

II. OVERVIEW OF PROJECT/DOCUMENTS

A. Summary of Work:

- Selective Demolition
- Renovation of Existing Building
- Building Addition
- Site Improvements

B. Contract Drawings: Dated: March 18, 2019.

C. Specifications: One volume, dated March 18, 2019.

D. Owner/Contractor Agreement Form: AIA Document A101-2017 "Standard Form of Agreement between Owner and Contractor Where the Basis of Payment is Stipulated Sum".

E. General Conditions: County of Accomack General Terms and Conditions.

III. BIDDING PROCEDURES:

A. Notice of Invitation For Bids (bound within Project Manual)

B. Instructions to Bidders: County of Accomack Instructions to Bidders

1. Bid bond: 5% of base bid. AIA Document A310-2010 "Bid Bond" is the recommended form for a bid bond. Bid bond used must be acceptable to the Owner.
2. Withdrawal or Modification of Bids shall be according to procedure 2.2-4330 of the Code of Virginia as amended.
2. Award of this contract will be based on the Total Base Bid Amount and accepted alternate bid items.

B. Bid Form

1. Base Bid
2. Unit Prices
3. Alternate Bid Items
4. Submit bid in duplicate.
5. Bid shall be sealed in an envelope and marked on the outside with the name of the Owner, project title, and contractor name and license number.

D. Bid Sets: Bid documents may be obtained from DiCarlo Digital Copy Center at 2006 Northwood Dr., Salisbury, MD 21801 and by appointment only from the office of Waller, Todd & Sadler Architects, Inc., 1909 Cypress Ave., Virginia Beach, VA 23451. (Phone: 757-417-0140)

E. Bid Opening: Sealed bids will be received by the Accomack County Administrator's Office. The deadline for submitting bids is **3:00 p.m. sharp (local prevailing time), as determined by the Bid Officer, April 30, 2019**. The bids will be opened publicly and read aloud beginning at 3:10 p.m. (local prevailing time) in the Board of Chambers.

1. Official Timepiece: The "official time" used for the receipt of responses is determined by the Bid Officer. The Bid Officer shall determine when the Bid Receipt Deadline has arrived and shall announce that the Deadline has arrived and that no further bids or bid modifications will be accepted. All bids and bid modifications in the possession of the Bid Officer and his or her assistant at the time the announcement is completed are deemed to be timely, whether or not the bid envelope has been physically date/time stamped or otherwise marked by the time the Bid Officer makes the deadline announcement.
2. No bids will be received after the time designated for receipt of bids.

F. Questions Prior to Receipt of Bids:

1. All correspondence and telephone inquiries are to be directed to the Architect in writing. Do not rely on verbal information – only on written documentation.
2. All necessary responses to questions regarding Bid Documents prior to receipt of bids will be in writing by Addendum and sent to all document holders.
3. Responses not in writing and not included in Addendum shall not be binding.
4. No addenda will be issued within six (6) days of the bid opening, except one that includes postponement of the date for receipt of bids.
5. Last day to receive Questions is April 19, 2019.

- H. Owner's Right to Negotiate with the Low Bidder: If award of a contract to the lowest responsive and responsible bidder is precluded because of limitations on available funds, under the provisions of Section 11-53 of the Virginia Procurement Act, (Chapter 7, Code of Virginia), the Owner reserves the right to negotiate the Total Base Bid amount with the lowest responsive and responsible bidder to obtain a contract price within the available funds.

IV. PROJECT CONDITIONS

- A. Staffing Plan requires a full-time Superintendent.
- B. Substantial Completion of the entire project shall be 365 days after the Notice to Proceed has been issued. Final Completion shall be thirty (30) days later.

C. Work Restrictions

On-Site Work Hours: Limit work in the existing building to normal business working hours of 7 am to 6 pm, Monday through Friday, except as noted below.

1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
2. Weekend and overtime hours shall be coordinated and approved by Owner.

D. Building and Occupant Security:

1. Identify the primary and secondary building contact person for contractors and occupants.
2. All construction personnel must sign in and out of the building at the beginning of the work day and the end of the work day. The General contractor shall provide individual ID tags for all construction personnel. The ID tags must be issued daily and returned to the Superintendent at the end of the work day. Maintain a record of all sign in sheets and provide a copy to the owner.
3. The Contractor shall confirm that all construction personnel have left the building at the end of the work day.

E. Contractor Staging Area: Contractor shall have limited use of the Project site for construction operations, including use of staging areas, during construction period, except as specified herein. Refer to the "Construction Limits" indicated on the drawings.

1. The Contractor will install fencing around project site. The contractor will be responsible for maintaining the fenced area.

2. Confine operations to areas within limits indicated. Portions of the site beyond areas in which construction operations are indicated are not to be disturbed unless written permission is received from the Owner.
3. Keep driveways, sidewalks, and areas adjacent to the premises clear and available for use by the Owner and the Owner's employees at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.

F. Parking:

1. Parking within the boundary of the project construction is allowed without restriction. Company and private vehicles may be parked there without a permit. All efforts should be made to keep contractor parking within the fenced area.
2. Prior coordination with the Owner is required should the need arise for additional contractor parking.

- G. Job Site Safety: Contractor shall meet all local, state, and federal safety regulations. Construction means and methods shall remain the responsibility of the contractor the design professionals and Owner's inspectors are neither considered nor licensed as general contractors in the eyes of the law.

VI. QUESTIONS

- A. The A/E will answer only those questions where the response is to direct the questioner's attention to a particular portion of the bid documents.
- B. All Other Questions should be received in writing or documented by the A/E and responded in writing by addendum.

VII. SITE VISIT

- A. The Building will be available to tour following this conference.

END OF AGENDA

WALLER TODD & SADLER ARCHITECTS

MEETING ATTENDEES' LIST

WALLER, TODD & SADLER ARCHITECTS, INC.
1909 Cypress Avenue
Virginia Beach, VA 23451
(757) 417-0140
fax (757) 417-0144
wts@wtsarch.com

MEETING: Pre-Bid Conference

PROJECT NO.: 1708

PROJECT: Eastern Shore Regional Library

DATE: 04/03/2019

NAME	ORGANIZATION	PHONE	EMAIL
Nicole Davilli	Waller Todd & Sadler Arch	757-417-0140	ndavilli@wtsarch.com
JOHN CHAMBERLAIN	BBCS	410-957-1100	John@bbcs.net
DARYN J. FUSSELL	BBCS	410-957-1100	daryn@bbcs.net
Brett Patterson	Ocean Construction	757-200-9590	bids@ocsinc.us
Chase Welch	VA Drywall	757-328-9260	Chase@VA-drywall.com
BR CAMPBELL	McKenzie Const Corp	757-288-3311	brcampbell@mcKENZIE-CONST.COM
Patrick Spence	Delmarva Veterans Builders	302-228-3097	Patrick@delmarvaveteranbuilders.com
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